

Office of Executive Inspector General
Legal Intern
Position Description

Under direct supervision, provided the opportunity to assist the Office of Executive Inspector General's (OEIG) management staff by conducting legal research, drafting memoranda on matters related to the functions and policies of the Office and reviewing cases and writing founded reports.

1. At the direction of the OEIG management staff, responsible for drafting legal memoranda and correspondence assignments
2. Responsible for tracking, prioritizing and completing assignments in a timely manner.
3. Responsible for completing any requested edit or revision by management staff.
4. Responsible for conducting legal research and providing a written analysis on the legal merits of research.
5. Responsible for completing other miscellaneous projects as assigned or required.

REPORTS TO: OEIG Management Staff

MINIMUM QUALIFICATIONS:

1. Must be a current, second, or third year student (or its equivalent if a part-time student) enrolled in an accredited law school or preparing for a bar exam shortly after graduation from an accredited law school.
2. Demonstrated legal writing abilities through legal briefs, legal writing courses and/or competitions, law review experience, and previous job experiences involving writing (e.g. judicial externship) is preferred.
3. Ability to organize and prioritize multiple projects.
4. Knowledge and experience drafting legal memorandums and conducting legal research.
5. Proficiency in Microsoft Office Word and Westlaw.
6. Ability to communicate effectively both orally and verbally.
7. Commitment to maintaining confidentiality and professionalism.
8. High level of enthusiasm and desire to learn how to investigate fraud and abuse in State government.